

470012/19/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: UTILITIES ELECTRIC SUPERVISOR

DEFINITION

Under general supervision, to layout and supervise the work of semi-skilled and skilled workers engaged in a variety of construction, maintenance and repair tasks to the electrical underground and overhead transmission and distribution systems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Ability to manage employees, direct and coordinate work and equipment efficiently.

REPORTS TO: Utilities Electric Superintendent

SUPERVISION RECEIVED AND EXERCISED

Direct and indirect supervision from Utilities Electric Superintendent. Supervise union labor and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Supervise electric crew(s) in the work of constructing, maintaining and repairing of overhead and/or underground electrical systems and equipment including, but not limited to: placing and removing crossarms, stringing wires, tapping wires, repairing crossarms and wires, installing and replacing insulators and setting transformers, vaults and pads; splicing, terminating and pulling cable; installing duct, conduits and risers; and installing and setting transformers and switching equipment.
- Check on methods used by crews to insure their safety and insure that protective devices and equipment are used where necessary; keep time and material records and make reports of work accomplished.
- Coordinate work with other City departments, divisions and sections and with outside agencies.
- Supervise, train and evaluate subordinates.
- Serve as Acting Utilities Electric Superintendent as required.

QUALIFICATIONS

Knowledge of:

- Approved methods, materials and tools used in electrical underground or overhead construction, maintenance or repair work.
- Principles of electrical theory as applied to electrical circuits and wiring systems and ability to apply this knowledge to specific work problems.
- Occupational hazards and standard safety precautions necessary in work.
- Principles and practices of supervision, training and performance evaluation.
- Knowledge of Labor Relations and IBEW Memorandum of Understanding.

Ability to:

- Assign and layout the work of skilled and semi-skilled workers and associated equipment.
- Effectively instruct apprentices in the proper methods, procedures and safety precautions of the work.
- Understand and carry out complex oral and written instructions and to read and interpret sketches, blueprints and diagrams.
- Supervise, train and evaluate subordinates.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: Three years experience at the journey level in construction, maintenance and repair of either underground or overhead electrical systems.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Electric Supervisor

TO: Utilities Electric Superintendent